

Agenda Item Form

Agenda Date: 08/24/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|-----------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

The revision was necessary to update the minimum qualifications for the Water Plant Superintendent position to meet current Texas Commission on Environmental Quality water certification standards and Environmental Protection Agency recommendations.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Water Plant Superintendent** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **5962**. The Grade shall be **PM 78**.

PASSED AND APPROVED this 24th day of August, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: August 12, 2004

By: _____


Secretary

Human Resources Department

5A-B

MEMO

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: James Sienkiewicz, Classification and Compensation Manager *JS*
Ana I. Sanchez, Personnel Analyst II *AS*
Date: August 5, 2004
Subject: Revision of Job Specifications

Human Resources recommends Commission approval of the job classification items listed below. See attached proposed and strike-through versions of the specifications.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
OFFICIAL	EPWU. Water Plant Assistant Superintendent	3410	GS 26
PROPOSED	Water Plant Assistant Superintendent	Same	Same
OFFICIAL	Water Plant Superintendent	5962	PM 78
PROPOSED	Same	Same	Same

Revisions of the subject job classes were requested by the El Paso Water Utility (EPWU) General Manager. Updating of their minimum qualifications were necessary to meet current Texas Commission on Environmental Quality (TCEQ) water certification standards and Environmental Protection Agency (EPA) recommendations. In addition to changes in certification requirements, experience requirements were also modified to ensure consistent and logical progression of levels of knowledge, abilities and skills acquired for promotional purposes. Human Resources found that the natures, scopes and levels of the job classes remained substantially the same. All the incumbents of the affected job classes meet the proposed minimum qualifications.

The attached proposed job specifications summarizing the primary duties, responsibilities, minimum qualifications, other job characteristics and titles were revised as appropriate using the City's current style and format conventions and have been reviewed by the Human Resources Director and the EPWU General Manager. No changes in grades were warranted.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade."

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Professional and Managerial Branch
Water Utilities Administration Group
Plant Superintendent Series

WATER PLANT SUPERINTENDENT

01/7/064 (LBTAIS)

General Purpose Summary

Under direction, manage overall water treatment plant operations and maintenance activities of an assigned plant through subordinate supervisors purification and allied functions to ensure the production of safe drinking water, through subordinate supervisors.

Typical Duties

Coordinate ongoing and long term Plan, direct and inspect overall planned water treatment plant operations and maintenance of an assigned water treatment plant. Involves: oOverseeing and verifying timely output of water that meets federal, state and local Utility quality requirements for human consumption at specified flow rates; Analyze effectiveness of water treatment processes and recommending improvements for operational efficiency to and pParticipating in development, implementation, scheduling and monitoring of approved plant operations training, preventive maintenance, in-house safety, security and hazardous materials communications programs; aArranging for and reviewing thoroughness of records, and preparation and presentation of periodic or special reports for management and regulatory agencies reports pertaining to such topics as plant productivity, quality control, environment protection and toxic byproducts; preparing annual budget requests and administering expenditure of appropriated funds; ordering equipment, materials and chemicals. Ensure compliance with federal, state and local health rules and regulations.

Administer expenditure of appropriated funds. Involves: Prepare and submit annual budget requests for plant operation and maintenance. Recommend purchase of equipment and provide justification. Research and prepare specifications for equipment, machines, parts and supplies to prepare quotes. Prepare requisitions for equipment, materials, chemicals and supplies. Maintain inventory and requisition supplies.

Supervise assigned general supervisory and non-supervisory services operators, technical, skilled and semi-skilled and support personnel. Involves: determining and changing work procedures, setting performance standards, planning work schedules, organizing workloads, making or approving duty assignments, issuing written and oral instructions, reviewing progress and expediting work flow, examining work for exactness, neatness, and policy and procedure conformance, guiding staff to overcome difficulties encountered, correct errors and rectify complaints; coaching to motivate competency improvement and career advancement; maintaining harmony among workers and resolving grievances; serving on applicant interview panels; recommending employee selection, pay adjustments or commendations; discipline and termination, and other status changes.

Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, security and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives, department goals as required. Includes: sSubstituting for own supervisor, coworkers or subordinates during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity and assigned by carrying out specific functions within authorized limits to maintain continuity of ordinary operations, if assigned; ; Maintain awareness of regulatory and technical changes. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Represent department to educate and advise schools, and community, civic and international groups on water treatment plant processes. Monitor, prepare and maintain reports. Attend meetings and serve on ad hoc committees, referring policy level problems to next higher level of management, participating in meetings or serving on committees as specified; maintaining awareness of regulatory and technical changes providing designated support to projects or activities overseen by higher-graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes preparing standard and ad hoc activity reports and maintaining related records.

Knowledge, Skills and Abilities

- Considerable knowledge of water treatment facility equipment, plant operation and maintenance.
- Considerable knowledge of water chemistry and treatment, and safe working practices.
- Good knowledge of federal and state legislation, and regulations on water treatment operations and environmental protection, and Water Utility practices and procedures.

- Good knowledge of budgeting procedures and report writing.
- Good knowledge of supervisory techniques, and safe work conduct and attendance standards.
- Some knowledge of operator certification requirements.
- Ability to interpret federal, state and ground water treatment laws, rules and regulations.
- Ability to evaluate Water plant operations, recommend adjustments and prepare specifications.
- Ability to plan, supervise, assign, train and evaluate work of assigned personnel.
- Ability to firmly and impartially enforce personnel rules and regulations, standards of conduct and work attendance.
- Ability to analyze data and make quick, effective and sound decisions in emergencies.
- Ability to effectively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies and the public, including irate people.
- Ability to maintain activity logs and prepare comprehensive operational reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

Other Job Characteristics

- Frequent exposure to moving machinery and equipment, hazardous chemicals, fumes and materials common to water treatment plant and laboratory operations.
- Frequent exposure to adverse weather conditions, or animals and reptiles that live in open areas around water treatment facilities.
- Occasional climbing and lifting and carrying of moderate weight objects (up to 50 pounds).

Minimum Qualifications

Training-Education and Experience: Equivalent Graduation from to high school diploma or a General Education Development (GED), plus seveneight (78) years increasingly responsible experience in water treatment plant operations and maintenance experience including threewo (32) years at the level of Water Plant Assistant Superintendent.

in a supervisory capacity, or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: water treatment plant operation, maintenance and equipment; water chemistry and treatment. Good knowledge of: federal, state and local legislation and regulations on water treatment operations and environmental protection; safe working practices; budgeting procedures and supervisory techniques. Some knowledge of: report writing; operator certification requirements; standards of conduct and work attendance.

Ability to: evaluate Water plant operations and recommend adjustments; plan, supervise, assign, train and evaluate work of assigned personnel; firmly and impartially enforce personnel rules and regulations; standards of conduct and work attendance; analyze data and quickly make and sound decisions in emergencies; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain activity logs and prepare comprehensive operational reports.

Licenses and Certifications:

- Valid Texas Class "C" Driver's License or equivalent from another state.
- Valid Texas Commission on Environmental Quality (TCEQ) Class "A" Water Certificate of Competency by time of appointment.

Grade B Water Plant Operator's Certificate of Competency issued by Texas Natural Resources Conservation Commission.

Special Requirements:

- Subject to being on-call during non-working hours and mandatory recall during water utility emergency operations.

CITY OF EL PASO - JOB SPECIFICATION

5962 PM 78

Human Resources Director of Personnel

Department Head

Professional and Managerial Branch
Water Utilities Administration Group
Superintendent Series

WATER PLANT SUPERINTENDENT

07/04 (AIS)

General Purpose

Under direction, manage overall water treatment plant operations and maintenance activities of an assigned plant through subordinate supervisors to ensure production of safe drinking water.

Typical Duties

Coordinate ongoing and long term planned water treatment plant operations and maintenance. Involves: Oversee and verify timely output of water meets federal, state and Utility quality requirements for human consumption at specified flow rates. Analyze effectiveness of water treatment processes and recommend improvements for operational efficiency. Participate in developing, implementing, scheduling and monitoring approved plant operations training, preventive maintenance, in-house safety, security and hazardous materials communications programs. Arrange for and review thoroughness of records, and preparation and presentation of periodic or special management and regulatory agency reports of plant productivity, quality control, environment protection and toxic byproducts. Ensure compliance with federal, state and local health rules and regulations.

Administer expenditure of appropriated funds. Involves: Prepare and submit annual budget requests for plant operation and maintenance. Recommend purchase of equipment and provide justification. Research and prepare specifications for equipment, machines, parts and supplies to prepare quotes. Prepare requisitions for equipment, materials, chemicals and supplies. Maintain inventory and requisition supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, security and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: Substitute for supervisor, coworkers or subordinates during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if assigned. Maintain awareness of regulatory and technical changes. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Represent department to educate and advise schools, and community, civic and international groups on water treatment plant processes. Monitor, prepare and maintain reports. Attend meetings and serve on ad hoc committees.

Knowledge, Skills and Abilities

- Considerable knowledge of water treatment facility equipment, plant operation and maintenance.
- Considerable knowledge of water chemistry and treatment, and safe working practices.
- Good knowledge of federal and state legislation, and regulations on water treatment operations and environmental protection, and Water Utility practices and procedures.
- Good knowledge of budgeting procedures and report writing.
- Good knowledge of supervisory techniques, and safe work conduct and attendance standards.
- Some knowledge of operator certification requirements.
- Ability to interpret federal, state, and ground water treatment laws, rules and regulations.
- Ability to evaluate Water plant operations, recommend adjustments and prepare specifications.
- Ability to plan, supervise, assign, train and evaluate work of assigned personnel.
- Ability to firmly and impartially enforce personnel rules and regulations, standards of conduct and work attendance.
- Ability to analyze data and make quick, effective and sound decisions in emergencies.
- Ability to effectively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies and the public, including irate people.

- Ability to maintain activity logs and prepare comprehensive operational reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

Other Job Characteristics

- Frequent exposure to moving machinery and equipment, hazardous chemicals, fumes and materials common to water treatment plant and laboratory operations.
- Frequent exposure to adverse weather conditions, or animals and reptiles that live in open areas around water treatment facilities.
- Occasional climbing and lifting and carrying of moderate weight objects (up to 50 pounds).

Minimum Qualifications


Education and Experience: Equivalent to high school diploma or a General Education Development (GED), plus eight (8) years water treatment plant operations and maintenance experience, including three (3) years at the level of Water Plant Assistant Superintendent.

Licenses and Certifications:

- Valid Texas Class "C" Driver's License or equivalent from another state.
- Valid Texas Commission on Environmental Quality (TCEQ) Class "A" Water Certificate of Competency by time of appointment.

Special Requirements:

- Subject to being on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director

Department Head